**Program Officer**

**ABOUT BROOKLYN ORG**

Brooklyn Org is a champion for Brooklyn. We celebrate Brooklyn’s brilliance and resilience, its incomparable culture and uncompromising grit – and we demand more for our communities.

Over our 15-year history, we have reimagined the role of philanthropy and provided immeasurable support to communities and nonprofit partners that are leading transformational change for Brooklyn. With a new model for community philanthropy, we are bringing together Brooklynites, Brooklyn backers, businesses, and broader believers in equity and justice to make Brooklyn a beacon for the world.

We are a platform for galvanizing giving. We are here to ensure that ideas are met with resources, challenges are met with solutions, and inequity is met with justice.

**POSITION OVERVIEW**

To further Brooklyn Org’s strategic priorities, the Program Officer (PO) develops relationships and works closely with community residents, nonprofit leaders, and other external partners. The PO is responsible for managing grantmaking portfolios with a participatory grantmaking approach and maintaining the integrity of grant information.

The successful candidate will possess excellent communication and analytical skills, a clear commitment to racial justice, in-depth knowledge of the Brooklyn nonprofit sector, a learning orientation and humility, and will be a team player capable of putting the common good first.

This is a full-time exempt position, and reports to the Director of Programs and is a member of the Programs Team, which also includes Brooklyn Org’s Capacity Building Program, led by the VP of Programs. It is located in Brooklyn, NY and will require some early morning, evening, and weekend work. There is the need to travel within NYC via public transportation for visits with community partners.

**RESPONSIBILITIES** include but are not limited to the following:

**GRANTMAKING AND PROGRAMS**

* Manage assigned grantmaking processes, including recruiting and launching community advisory councils, preparing Requests for Proposals, proposal review, due diligence, site visits, grant recommendations, monitoring grantee progress and outcomes. Topic areas for portfolios may change and/or expand due to discrete initiatives and internal collaboration.
* Prepare docket materials that summarize recommendations for consideration by the Board of Directors and other appropriate stakeholders.
* Work collaboratively with colleagues to share information and key learnings
* Conduct field scan research, convenings, and interviews.
* Actively participate and represent Brooklyn Org in learning and philanthropic spaces.
* Building and maintaining relationships with grantee partners; fielding questions and conducting inquiry calls with prospective grantees.

**GRANT OPERATIONS**

* Work closely with Programs support staff and Operations team to facilitate processing of grants.
* Maintain the accuracy and integrity of the grants management platform and additional databases/file systems to meet legal, auditing, and foundation requirements.
* Work externally with applicants and grantees, and internally with Programs and Operations teams to ensure compliance with regulations and meet deliverable expectations for assigned grants.

**PROGRAMS**

* Partner with other Program Officers to support project consultants.
* Partner with the Programs Team to support Brooklyn Org initiatives.
* Help organize workshops and convenings, develop agenda, identify speakers, and manage logistics.

**COLLABORATION**

* Collaborate with Programs Team to inform and implement Brooklyn Org’s Capacity Building program, including working with consultants.
* Collaborate with Communications to increase the visibility of the grantees, the needs of the Brooklyn nonprofit sector, and community-led solutions.
* Support Development in fundraising efforts, providing information and attending events.
* Participate as active member in organization-wide activities.

**ABILITIES AND COMPENTENCIES**

* Exceptional interpersonal communication skills: especially the ability to listen well, establish and maintain authentic and professional relationships, and exercise effective and inclusive leadership in cross-cultural and multi-cultural settings.
* Excellent analytical and communication skills: using sound judgment, able to quickly gather, synthesize and summarize information in a clear and jargon-free manner in written and oral communications. Bilingualism or multilingualism is a plus.
* Strong presentation skills: comfortable making presentations to public audiences and skilled in both group and one-on-one meeting facilitation.
* Intellectual curiosity and learning orientation: commitment to continuously learning and growing, remaining humble and ego-free in the work, striving to minimize power dynamics,
* Flexible and versatile: ability to perform gracefully in various situations and thrive in an environment of flux, ability to anticipate obstacles and creatively offer solutions, serve as a team player.
* Highly organized, proactive, and results-oriented approach to managing multiple relationships and initiatives simultaneously.
* Exceptional attention to detail and commitment to maintaining accurate, compliant, and confidential data.

**QUALIFICATIONS**

* At least 4-7 years of experience in philanthropy, nonprofit, or public policy. Previous Program Officer experience preferred.
* Strong planning, administrative, and organizational skills: ability to manage multiple tasks and timetables while maintaining focus, meet deadlines, and work independently with minimal support.
* Direct work experience and strong familiarity with organizations that fit Brooklyn Org’s funding priorities; especially with community organizing and advocacy in Brooklyn.
* Deep commitment to racial equity, especially as it applies to Brooklyn communities. Passion for Brooklyn communities.
* Demonstrated commitment to Brooklyn Org’s vision and values, specifically a passion for racial and social justice.
* Proficient with Microsoft Office Suite.

**ADDITIONAL INFORMATION**

Currently full-time employees are expected to work in the BKO office located in Downtown Brooklyn Monday through Thursday with occasional events on Friday.

**DIVERSITY**

In alignment with its Racial Justice Lens, Brooklyn Org is committed to maintaining a staff that diversifies philanthropy, including lifting up the leadership of people from communities historically underrepresented in the field and those directly affected by structural racism, centering them in decision-making.

**EQUAL EMPLOYMENT OPPORTUNITY**

Brooklyn Org is an equal opportunity employer. Brooklyn Org does not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability, marital status, military veteran status or any other protected group in the locations where we work.

**COMPENSATION AND BENEFITS**

Brooklyn Org has a competitive and exhaustive benefits and leave plan and the salary range for this position is $85,000 - $92,000 annually dependent on the successful candidate’s background and experience.

**HOW TO APPLY**

Please send a cover letter and resume via email to [search@brooklyn.org](mailto:search@brooklyn.org). Please write **Program Officer** in the subject line of your email and mention where you found this job posting.

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| **Approved by:** |  |
| **Date approved:** |  |
| **Reviewed:** |  |